

H A R W I C H  
**Community**  
C E N T E R



# Building Information

100 Oak Street • Harwich, MA 02645 • (508) 430-7568  
[www.harwich-ma.gov/community-center](http://www.harwich-ma.gov/community-center)

7/01/2022

# WELCOME!

The Harwich Community Center is a 32,000 square foot facility which opened in 2000. The mission of the Harwich Community Center is to provide facilities for the residents (permanent residents and nonresident taxpayers) of Harwich to engage in recreational, social, educational, cultural, community service, civic, and governmental activities. The Center provides opportunities for persons of all ages to participate in a wide range of programs that educate and stimulate the public, enhance self-confidence, and promote mental and physical health.

## FACILITY INFORMATION

### HOURS OF OPERATION

The building is open **Monday 6AM-6PM; Tuesday-Friday, 6AM-9PM; & Saturday, 8AM-4PM**. Offices and facilities throughout the building are open at various times throughout the day. For specific hours of operation for individual departments within the building, please contact:

- Council on Aging: 508-430-7550
- Youth/Recreation: 508-430-7553
- Cemetery Department: 508-430-7549
- Channel 18: 508-430-7569
- Veterans Agent: 508-430-7510

### PARKING

The Community Center's parking lot has a total of **160 parking spaces**, including **7 disability parking spaces**. They are located as follows:

Front of building lot:	20 spaces (1 disability)
Council on Aging side lot:	64 spaces (3 disability)
Recreation side lot:	76 spaces (3 disability)

*Further disability parking spaces may be designated for special events.*

### OTHER AMENITIES

Mixed throughout the building are conversation areas open for public use. For your convenience, you can also find the following:

- Water hydration fill-up station
- Vending Machines
- Pay per cup coffee

## RESERVING SPACE

In order to reserve a space in the Community Center, one must fill out and submit an **Application for Room Use**, available at the Front Desk or online at:

**[harwich-ma.gov/services/webforms/application-for-room-use](http://harwich-ma.gov/services/webforms/application-for-room-use)**

When reserving space for multiple dates, one application must be filled out for each month of use. Space will not be reserved until applications and Room Use Fees are received. Town groups and activities take priority in scheduling room usage. All other reservations are on a first-come, first-serve basis. Applicants may request specific rooms, however, it is the right of the facility to book building space in the manner that best accommodates the greatest number of groups and organizations. Applications from groups who have never before reserved space in the Center are subject to review by the Community Center Director. In some cases, listing the Town of Harwich as “additional insured” on your insurance policy may be necessary.

## FOOD SAFETY RULES

**Many groups using space in the Community Center have the desire to serve refreshments during their gatherings. Strict Health Department requirements govern this process. The information below has been provided by the Harwich Health Department. The food code does not require a permit for:**

- An establishment that offers only prepackaged foods that are not time/temperature control for safety foods.
- An operation stand that only offers whole, uncut fresh fruits and vegetables, unprocessed honey, pure maple products, or farm fresh eggs which are stored and maintained at 45 °F (7.2 °C) or below.
- A residential kitchen if only food that is not time/temperature control for safety food, is prepared for sale or service at a function such as religious or charitable organization’s bake sale if allowed by law and if the consumer is informed by a clearly visible placard at the sales or service location that the food is prepared in a kitchen that is not subject to regulation and inspection by the regulatory authority.
- A private home that receives catered or home-delivered food; and (i) Cooking classes that are held for educational purposes only.
- Please note: Food & beverages other than water is not allowed in the gymnasium.

# ROOM USE RESERVATION RULES

**The Community Center books all reservations one Fiscal Year at a time (July 1st—June 30th of the following year). Advance notice is sent out prior to the start of each fiscal year.**

- All reservations are made based on availability of building space.
- Room fees shall be paid by all groups other than those sponsored by Town of Harwich Depts., Boards, & Committees.
- Additional set-up fees may be required.
- All checks shall be made payable to the Town of Harwich.
- Fees are non-refundable, and are made to the Town of Harwich to cover expenses related to heating, air conditioning, electricity, cleaning, and the set-up/break down of space.
- For any renters providing services to clients, both for-profit and non-profit, the following documentation must be provided prior to the beginning of the rental:
  - ◇ A business license or professional license as applicable.
  - ◇ A certificate of insurance naming the Town of Harwich as also insured for \$1,000,000.
  - ◇ A completed CORI Check.

# ROOM USE FEES

## ACTIVITY ROOMS

Single use (**Non-Profit & Public Groups**): \$45.00

Single use (**For-Profit & Private Groups**): \$100.00

Yearly Fee (**Non-Profit & Public Groups**): \$190.00 – Limit 104 uses \*

## MULTI-PURPOSE ROOM

Single use (**Non-Profit & Public Groups**): \$80.00

Single use (**For-Profit & Private Groups**): \$160.00

Yearly Fee (**Non-Profit & Public Groups**): \$300.00 – Limit 104 uses \*

## GYMNASIUM

Single use (**Non-Profit & Public Groups**): \$150.00

Single use (**For-Profit & Private Groups**): \$300.00

Yearly Fee (**Non-Profit & Public Groups**): \$500.00 – Limit 104 uses \*

## KITCHEN

Single use: \$50.00 + \$50.00 deposit

(Deposit returned upon proper clean-up of kitchen facilities)

\*A 'Use' is defined as occupancy of space by an organization for a time period of up to 3 hours, including the group's required setup and breakdown time.

Groups who wish to reserve building space on more than 104 occasions must seek approval by Community Center Director and may incur additional costs.

**\*104 uses is the maximum number of uses, but is not guaranteed. All reservations are based on room availability. Please note that we do our best to accommodate your room use request, but are unable to guarantee a specific activity room.**

# ROOM SET-UP & AMENITIES

The Community Center staff strives to facilitate a smooth set-up and breakdown of building spaces by having tables, chairs, and other equipment in place before your arrival. To help us reach this goal, we ask that each group inform us of their room set-up needs either at the time of their room reservation, or as early as possible in advance of their meeting. The best way to do so is by accurately noting the desired arrangement on the *Application for use of facilities* form. Special custom set-ups can be drawn on the *Custom Room Set-Up Form*.

All available arrangements can be seen in the Harwich Community Center Building Information book, or online at:

[www.harwich-ma.gov/sites/g/files/vyhlf7091/f/uploads/setup.pdf](http://www.harwich-ma.gov/sites/g/files/vyhlf7091/f/uploads/setup.pdf)

## Equipment & Technology Needs

The Community Center is equipped with **free public wireless internet (CommunityCenterPublic)**, accessible throughout the building and in areas of the courtyard.

The Community Center owns the following equipment which may be used by the groups and organizations who meet in the building. If your group would like to make use of this equipment, clearly indicate what items are desired on your *Application for use of facilities*. Equipment is loaned on a first-requested, first-serve basis.

- Easel (*Groups must provide their own chart paper & markers*)
- White Board (*Note: Activity Rooms 2-5 & the Center Room are equipped with whiteboards*)
- Two (2) Podiums with Microphones
- Portable PA System with Microphone
- Portable Screen for Projections
- Digital Projector with DVD player
- Hearing assistance equipment

All equipment must be returned in the same condition in which it was loaned.

Groups are strictly prohibited from removing equipment from the building.

# AVAILABLE ROOMS FOR RENT

## Glass Room

The Glass Meeting Room is the smallest available meeting space in the Community Center. Measuring 14 ft. by 16 ft., this room can host smaller groups of 6 or less.

## Activity Room 1

Activity Room 1 is the smallest of the building's five activity rooms, measuring 16 ½ ft by 19 ft, with approximately 272 square feet of usable floor space. Activity Room 1 hosts smaller groups for board meetings, training sessions, language classes, and much more. It is located within the Council on Aging, and overlooks the courtyard.

Seated auditorium-style, Room 1 can accommodate a maximum of 20 people. If tables are needed, Room 1 will fit approximately 15 people. This room is generally used by groups of 12 or less.

## Activity Rooms 2, 3, 4, 5 & Center Room

Activity Rooms 2, 3, 4, 5 & Center Room host a myriad of fitness classes, business networking groups, neighborhood associations, handcraft circles, and meetings of community organizations. From June through July, Activity Room 3 is reserved for the sale of Beach and Transfer Station Stickers. From the end of June through September, Room 2 is reserved for the Town's Playgroup program.

Seated auditorium-style, Rooms 2 through 5 can accommodate around 40 people each. If tables are needed, they will fit between 15 and 30 people each (dependent upon desired set-up). For active exercise classes in rooms 2, 3, 4, 5 & Center Room, group size is limited to 12 participants. Groups of 25 or less will fit most comfortably in these activity rooms. Please see below for individual room dimensions.

The Center Room measures 30 ½ feet by 24 ½ feet, with roughly 683 square feet of usable floor space. The room has access to a private, handicapped accessible restroom with changing table.

Room	Dimensions	Usable Floor Space
2	23 ft x 31 ½ ft	667sq. ft.
3	24 ½ ft x 25 ft	650 sq. ft.
4	25 ft x 29 ½ ft	675 sq. ft.
5	28 ft x 25 ft	672 sq. ft.
Center Room	30½ ft x 24½ ft	683 sq. ft.

# AVAILABLE ROOMS FOR RENT

## Multi-Purpose Room

The Multi-Purpose Room is used for congregate dining, community luncheons and banquets, Town Band performances, exercise classes, blood drives, flu clinics, Town Meeting voter registration, and countless other activities.

The Multi-Purpose Room measures 42 feet by 50 feet, with approximately 2,011 square feet of usable floor space. The space can accommodate up to 12 round tables (5 foot diameter) with 6 chairs per table, for a total of 72 seats. If individuals with mobility issues will be in attendance, round tables should instead be seated with 5 chairs per table, for a total of 60 seats. The space can also hold up to 18 card tables. Please note, the Community Building only has 10 card tables, the additional tables would need to be supplied by the group. Alternatively, the room can accommodate classroom-style seating with tables for 54 individuals, or auditorium-style seating (chairs only) for approximately 112.

## Gymnasium

The Gymnasium is used for exercise classes, recreational events, after-school programs, elections, Town Meetings and special events for the Town of Harwich

The Gymnasium measures 77 feet by 99 feet, with approximately 7,623 square feet of floor space. The space can be divided into two half-court sections using a retractable curtain. Women's and men's locker rooms are accessible from the gymnasium by a small hallway which also houses two water fountains. Hosting four sets of bleachers, the gymnasium can seat between 400 and 500 adults, or approximately 600 children. Rows of folding chairs are added to seat larger groups for special events, such as Town Meeting.



- For active exercise classes, participation is limited to 50 individuals.
- For job fair style events, participation is limited to 75 individuals.

**Please note: Only water is allowed in the gym.**



## Conference Rooms 1 & 2

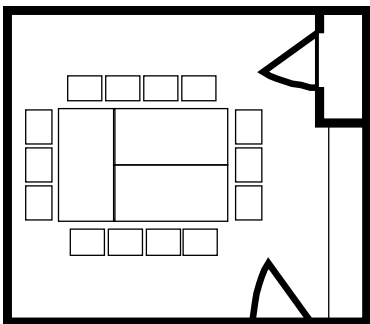
The building's two Conference Rooms are typically used for activities such as tax preparation assistance, blood pressure screenings, and meetings with the Council on Aging's health information representatives. The Conference Rooms each measure 11 feet by 12 feet (132 square feet) and are best suited for groups of 6 people or less.



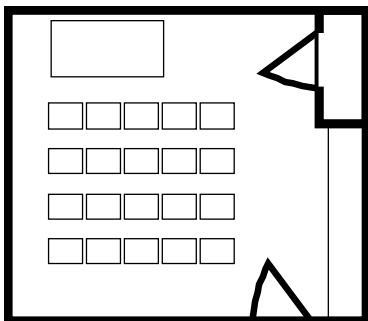
## ROOM SET-UP GUIDE - Set-Up Examples

### Activity Room 1

**A1** Seating for 14 people, with 3 tables:



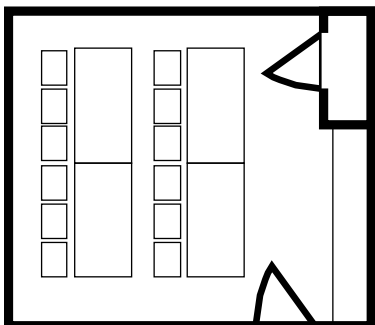
**A2** Seating for 20 people, with 1 table:



# ROOM SET-UP GUIDE - Set-Up Examples

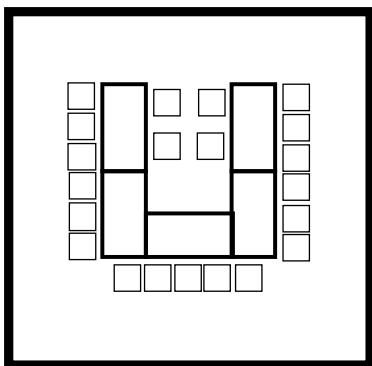
## Activity Room 1 - (Cont.)

**A3** Seating for 12 people, with 4 tables:

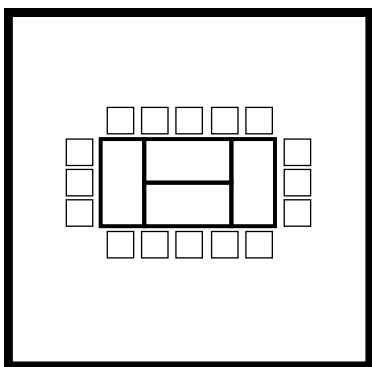


## Activity Rooms 2, 3, 4, 5 & Center Room

**B1** Seating for 21 people, with 5 tables:

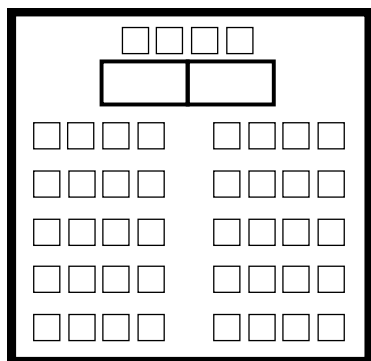


**B2** Seating for 16 people, with 4 tables:

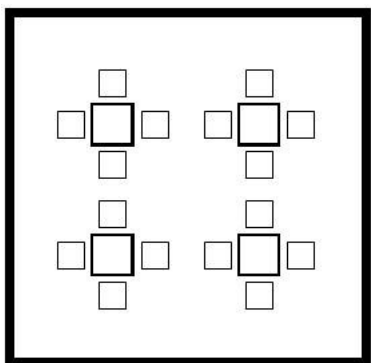


## Activity Rooms 2, 3, 4, 5 & Center Room

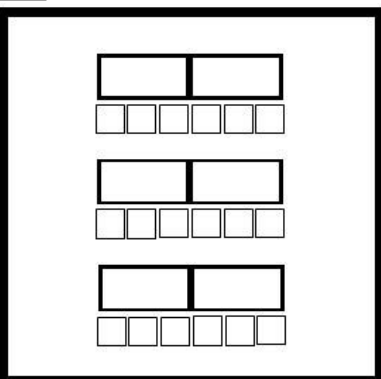
**B3** Seating for 44, with 2 tables :



**B4** Seating for 16, with 4 card tables:



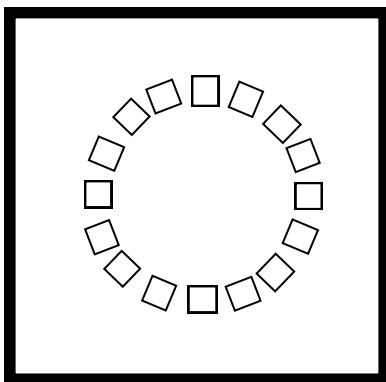
**B5** Seating for 18, with 6 tables:



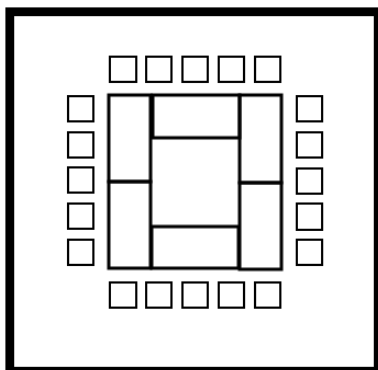
# ROOM SET-UP GUIDE - Set-Up Examples

## Activity Rooms 2, 3, 4, 5 & Center Room (cont.)

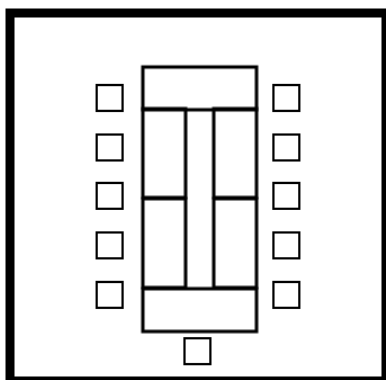
**B6** Chairs in a circle:



**B7** 6 tables in a square, with chairs surrounding:

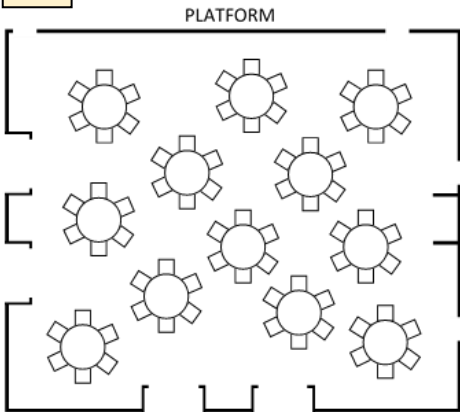


**B8** 6 tables in a rectangle, with chairs surrounding:

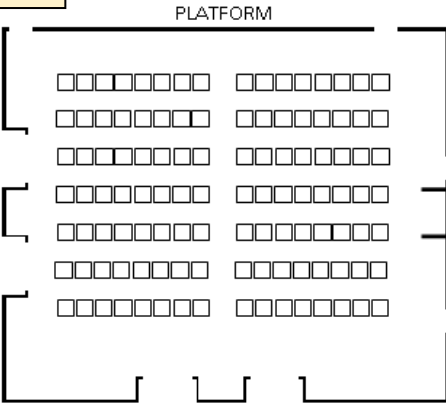


# Multi-Purpose Room Set-Ups

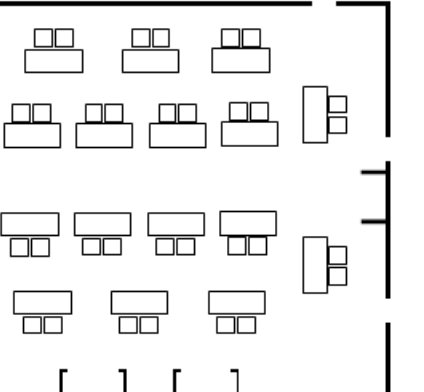
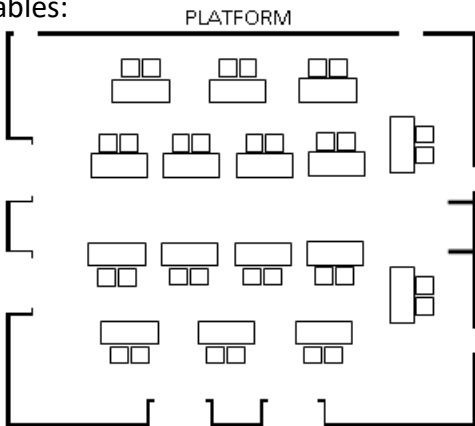
**M1** Seating for 72, with 12 round tables:



**M2** Rows of chairs, seating for 112:



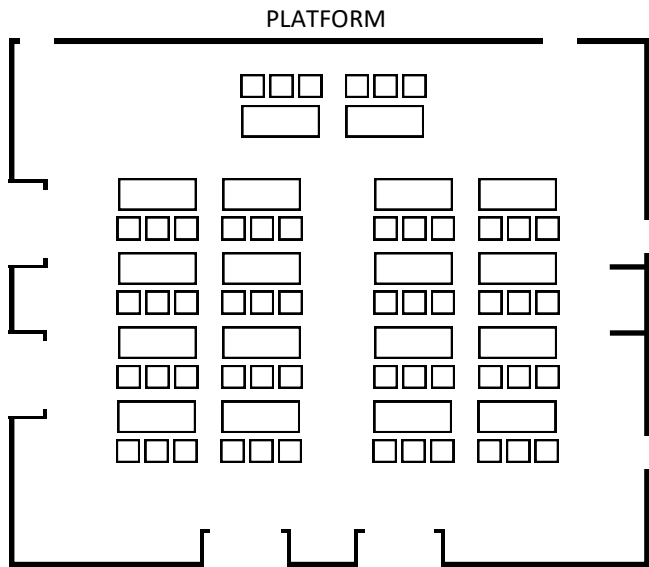
**M3** Seating for 32, with 16 tables:



# ROOM SET-UP GUIDE - Set-Up Examples

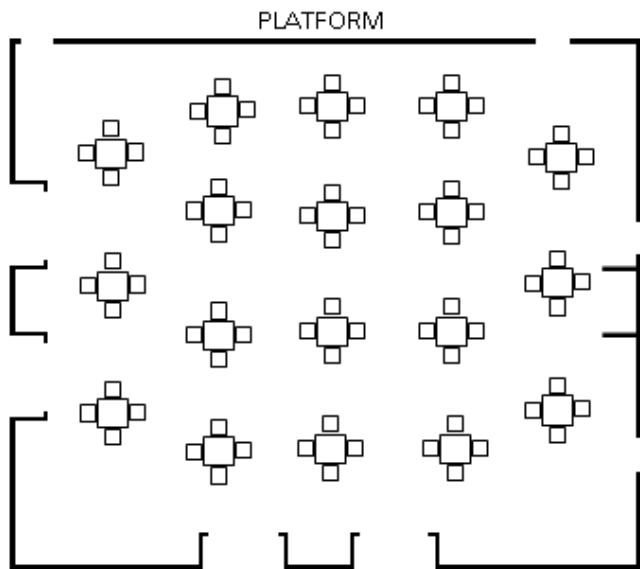
## Multi-Purpose Room (cont.)

**M4** Seating for 54, with 18 tables:



**M5** Seating for 72, with 18 card tables maximum:

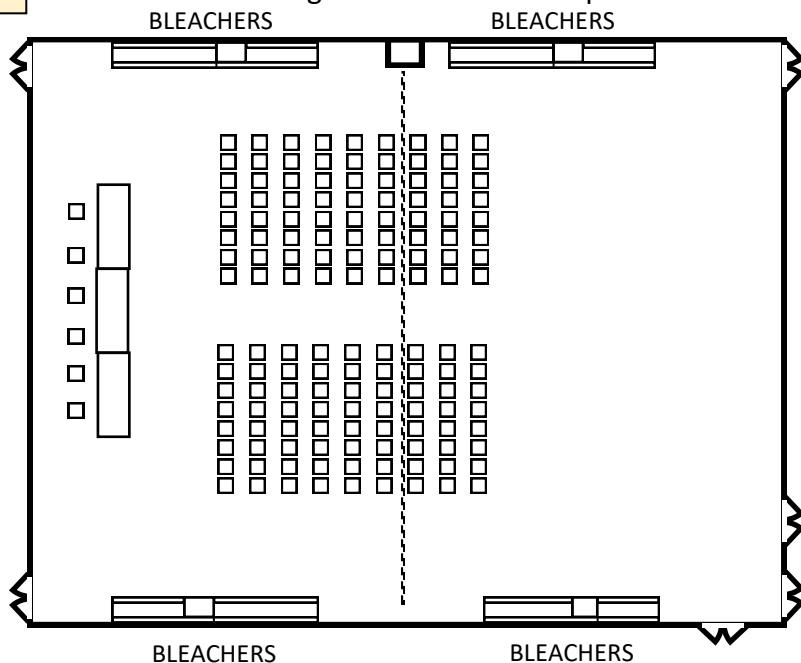
**Please note:** The Community Center has 10 card tables. The additional tables must be supplied by the group.



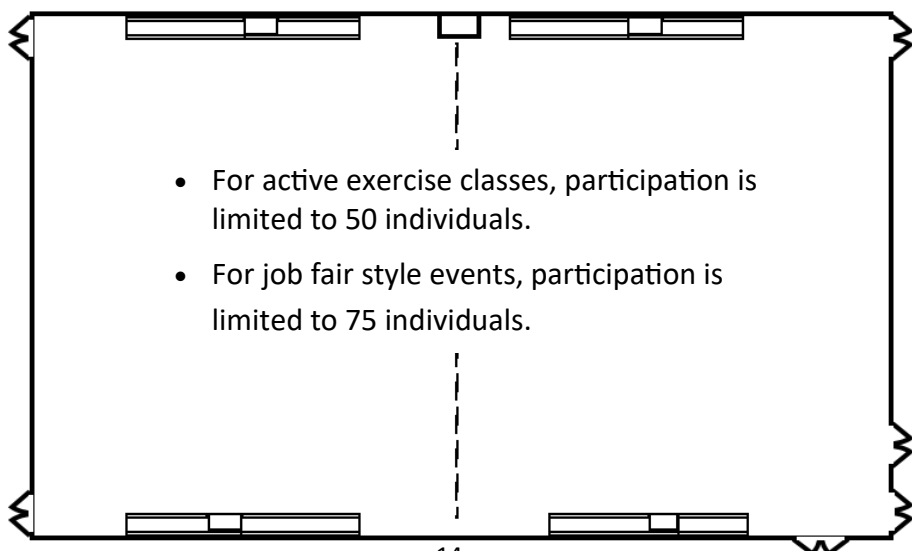
## Gymnasium Set-Ups

**G1**

Rows of chairs facing conference tables up front:



For individual set-ups of the gym, contact the Harwich Community Center at **508-430-7568**



- For active exercise classes, participation is limited to 50 individuals.
- For job fair style events, participation is limited to 75 individuals.

## HARWICH COMMUNITY CENTER

### Application for Use of Facility

100 Oak Street, Harwich, MA 02645  
(508) 430-7568

App. Rec'd ___/___/___	Booked by _____ date _____
Fee amount \$ _____	Sportsman by _____ date _____
Date paid _____ ch. # _____	confirm. By _____ date _____
Web request: yes    no	Web complete date _____

Application also available on line at <https://www.harwich-ma.gov/community-center> use "Reserve a Room" drop down

1. Date(s) & Day of Week \_\_\_\_\_ (SEE BACK FOR ADDITIONAL DATES)
2. Time of Event From \_\_\_\_\_ am/pm To \_\_\_\_\_ am/pm  
Preparation /Clean-up time From \_\_\_\_\_ am/pm To \_\_\_\_\_ am/pm
3. Organization \_\_\_\_\_
4. Contact Person \_\_\_\_\_ Phone Contact \_\_\_\_\_  
Mailing address \_\_\_\_\_  
Email address \_\_\_\_\_
5. Purpose of Use \_\_\_\_\_
6. Community Served \_\_\_\_\_ 7. Approximate number to attend \_\_\_\_\_
8. Is this group **PRIVATE** or **OPEN TO EVERYONE WHO WANTS TO PARTICIPATE?** (circle one)

#### ***Below Circle all that apply***

9. Space Requested: Activity Room    Center Room    Multi-Purpose Room    Gym    Kitchen
10. Equipment Requested: Mic/Podium    Projector w/ DVD player    Portable projector screen    Easel  
Portable PA w/ Mic    Hearing Assistance Equip.    White Brd. (on wall of rm 2-5 & Center rm)
11. Room set up \_\_\_\_\_ (please refer to set up book for choices or draw custom set up on Custom Set Up Sheet)
12. Does this organization carry liability insurance?    Yes    No  
If yes, please attach Certificate of Insurance & indicate amount \$ \_\_\_\_\_

13. Does this Organization grant permission for the Harwich Community Center to put this event on the online calendar?    Yes    No (IF YES SEE BACK FOR FURTHER INFO)
14. Agreement: I (we) have read the **ROOM USE FEES** page available at the front desk of the building or online at <https://www.harwich-ma.gov/community-center>. I (we) will assume all responsibility for all fees, charges and damage claims resulting from such use of the facility. I (we) have read the rules and regulations listed on the back of this document and fully understand and will comply with the contents. I (we) accept the responsibility for proper use of the facilities and for the actions and conduct of the above group using Community Center facilities for this function/ these functions. I (we) agree to provide adequate adult supervision at all times during the use of the facility I (we) are responsible for the advertising of this event(s) and any signs outside the building must follow the sign code for the Town of Harwich. These codes may be obtained from the Harwich Building Commission.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Contact Info. is the same as above OR complete below**

Phone \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_



## Additional reservation dates:

## Rules/Regulations for facility use:

- Application submissions are reviewed by the Facility Administration to be certain that all activities are in keeping with the mission statement of the facility and meet Town requirements.
- The facility will be used only for purposes outline on this application
- Prior to use Groups/Organizations must have submitted the completed application, payment and insurance certificates required
- All food/beverage must be packaged or prepared by a professional kitchen (see information from the Health Dept.)
- No alcohol or smoking is allowed anywhere on or in Town property
- Space used must be returned to its original condition, please *close* any window opened
- Nothing can be mounted on or adhered to any wall or surface
- All equipment borrowed must be returned in its original condition
- Groups/Organizations must strictly adhere to use times outlined on the application
- Groups/Organizations may not block emergency exits or passageways in the Facility or on Facility grounds
- It is understood that programming for the Town of Harwich, as well as cases of an emergency, may necessitate groups/organizations to experience room assignment change and possibly cancellation.

## Details for the Harwich Community Center online calendar

*Brief description of event/class:*

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*Contact information available to the Public*

Contact name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Contact email: \_\_\_\_\_

**HARWICH COMMUNITY CENTER  
CUSTOM ROOM SET-UP FORM**

100 Oak Street, Harwich MA 02645 • (508) 430-7568  
www.harwich-ma.gov/community-center

Custom Set-Up form Rec'd \_\_\_\_/\_\_\_\_/\_\_\_\_

Received by: \_\_\_\_\_

Booked by: \_\_\_\_\_

Booked date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date/s of Event \_\_\_\_\_

Time \_\_\_\_\_

Organization \_\_\_\_\_

Contact Person \_\_\_\_\_

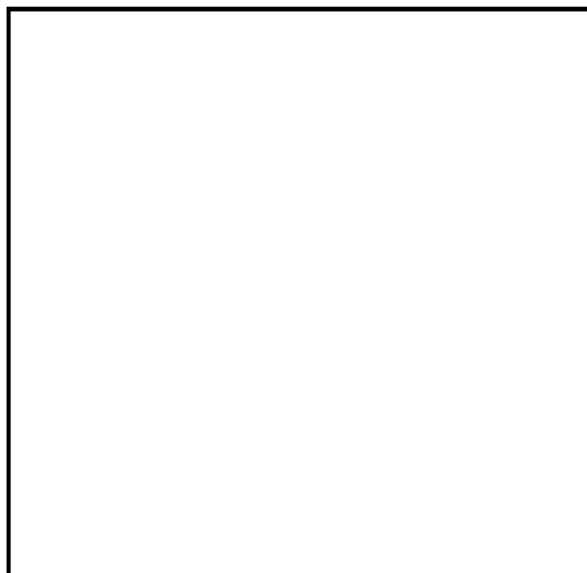
Phone \_\_\_\_\_

Email \_\_\_\_\_

Function Room Assigned (if known) \_\_\_\_\_

Set-up Requested: If you are requesting set-up other than the standard set-up  
pictured in the set up book please draw a diagram of your own in  
the space provided.

**Activity Room Set-up**



Number of  
Tables: \_\_\_\_

Number of  
Chairs: \_\_\_\_\_

Special  
Equipment:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

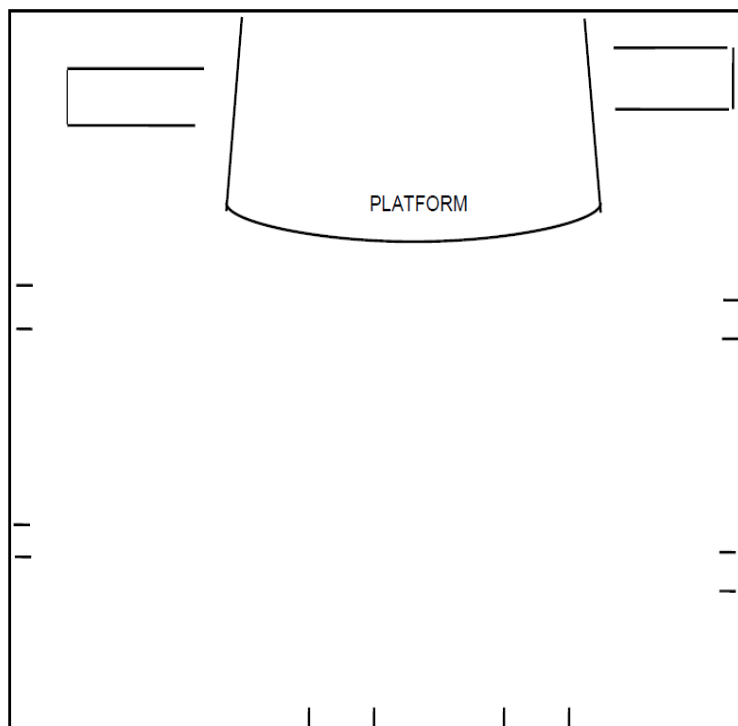
Additional notes / information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Multi-Purpose Room Set-up



Number of  
Tables: \_\_\_\_

Number of  
Chairs: \_\_\_\_\_

Special  
Equipment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional notes / information: \_\_\_\_\_

## Gymnasium

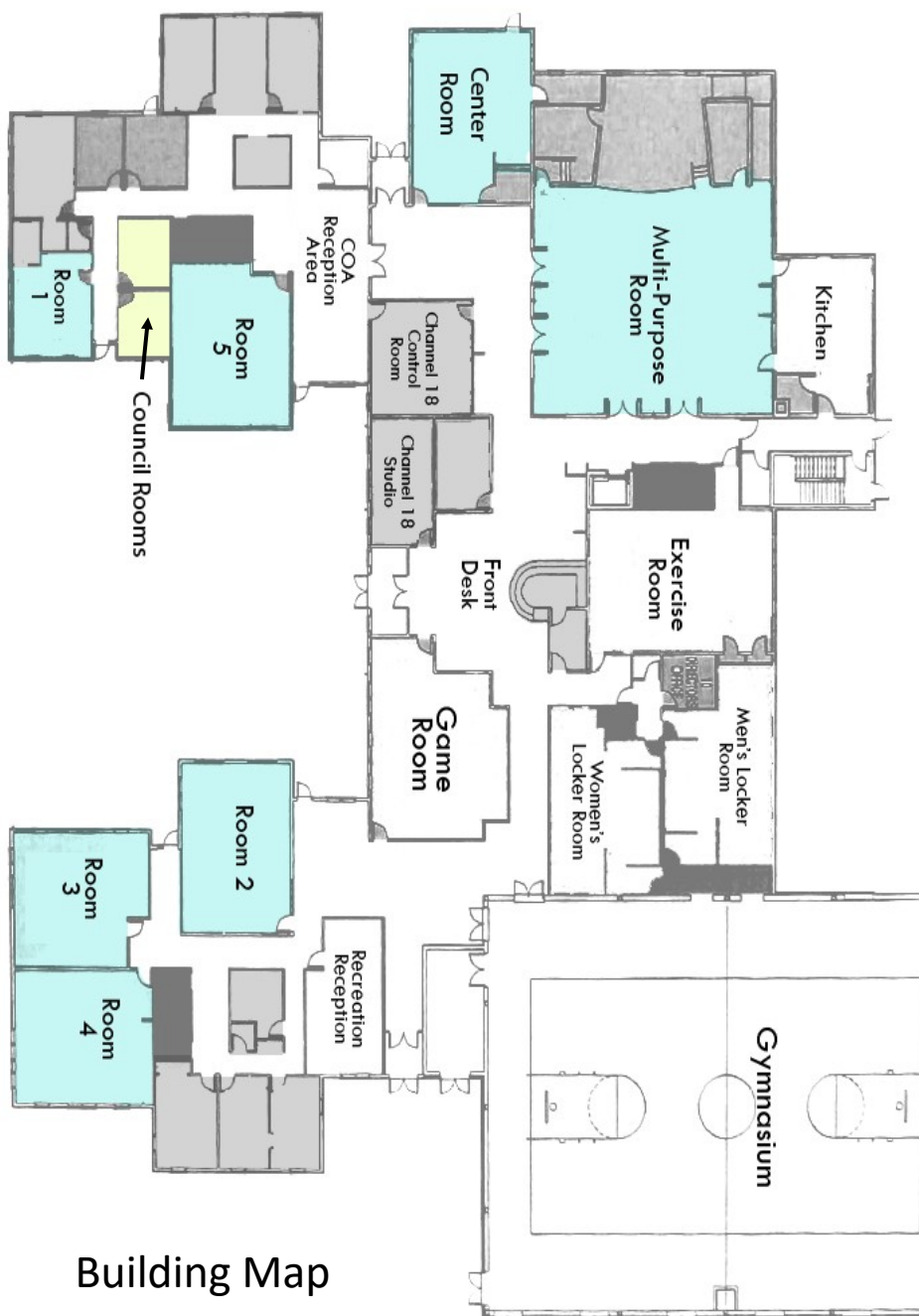


Number of  
Tables: \_\_\_\_

Number of  
Chairs: \_\_\_\_\_

Special  
Equipment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional notes / information: \_\_\_\_\_



Building Map